

The Judiciary, State of Hawai‘i

RFP

No. J07008

ADDITIONAL HEALTH & HUMAN SERVICES FISCAL YEAR 2007

June 9, 2006

NOTE: If this solicitation document was downloaded through the internet, each interested person must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this solicitation. The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this solicitation if an offer is submitted from an incomplete solicitation document.



Office of the Administrative Director — Fiscal Office, Support Services Division

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807
TELEPHONE (808) 538-5805 • FAX (808) 538-5802

June 9, 2006

To: All Applicants

From: Janell M. Kim, Financial Services Administrator

Subject: **Notice of Request for Proposals No. J07008**
Additional Health & Human Services for Fiscal Year 2007

The Judiciary, State of Hawaii, is requesting competitive sealed proposals from qualified applicants to provide additional Health & Human Services for Fiscal Year 2007, including the following services at the Juvenile Client & Family Services of the Fifth Circuit Court (Kauai) for **JCF5IC - In-Community Services (Teen Court)**; and at the Administrative Director Services for **ADMIL - Immigrant Civil Legal Services**. The contract term will be for Fiscal Year 2007 only, from contract execution through June 30, 2007. The proposal application and contract award procedures are in accordance with Chapter 103F, Hawaii Revised Statutes, as amended. Multiple contracts may be awarded under this request for proposals.

Attached is a packet of materials which outlines the requirements for a proposal application. It includes the administrative requirements, service specifications, application form, and other information. This RFP is also available on our Judiciary web site at <http://www2.hawaii.gov/jud> under "General Information; Business with the Judiciary".

Persons or organizations must submit three (3) sets (Orig + 2 copies) of their completed proposals (in hard copy or in PDF format on CD) and they **must be postmarked (by US Postal Service) before midnight on July 10, 2006, or hand delivered by 4:00 p.m., Hawaii Standard Time, July 10, 2006**, to the following address:

The Judiciary, State of Hawaii
Financial Services Division
Contracts and Purchasing Office
Kauikeaouli Hale (District Court Building)
1111 Alakea Street., 6th Floor
Honolulu, Hi 96813-2807

Proposals postmarked or hand delivered after the above date and times will not be considered and will be returned to the applicant unopened. The actual funding of the contract will be based on the proposal applications submitted by the applicants and the services required by the Judiciary. The Administrative Director of the Courts reserves the right and power to award the contract in any manner which he deems to be in the best interest of the Judiciary.

The Judiciary will conduct orientation meetings on the following dates, locations and times indicated:

June 21, 2006	Oahu	Administrative Director Services Supreme Court Conference Room Ali‘iolani Hale 417 South King Street, Honolulu Contact: Karen Takahashi Ph. 539-4896 Email: karen.t.takahashi@courts.state.hi.us	9:00 a.m. - 10:00 a.m.
June 22, 2006	Kauai	Fifth Circuit Court Kauai Judiciary Complex, Room A-201 3970 Kaana Street, Lihue, Kauai, HI Contact: David Lam Ph. 482-2378 Email: david.m.lam@courts.state.hi.us	9:00 a.m. - 10:00 a.m.

All prospective applicants are encouraged to attend an orientation and to bring their RFP packets with them.

Program questions may be directed to the appropriate contact person listed above. Other questions regarding this Request for Proposals may be directed to Jonathan Wong in the Contracts & Purchasing Office at 808- 538-5805, or Email: jonathan.h.wong@courts.state.hi.us.

Janell Kim
Financial Services Administrator

(SPO & JUD Websites: June 9, 2006)

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SECTION ONE ADMINISTRATIVE OVERVIEW

SECTION ONE - ADMINISTRATIVE OVERVIEW

Applicants are encouraged to read each section of this RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of this RFP.

1.1 Procurement Timetable

Activity	Scheduled Date
A. Public Notice announcing RFP	June 9, 2006
B. Distribution of RFP	June 9, 2006 - July 10, 2006
C. RFP orientation sessions	June 21, 2006 - June 22, 2006
D. Closing date for submission of written questions for written responses	4:00 p.m. June 26, 2006
E. Judiciary's response to applicants' written questions	June 29, 2006
F. Discussions with applicants prior to submittal deadline (optional).	June 29, 2006 - July 10, 2006
G. PROPOSAL SUBMITTAL DEADLINE	4:00 p.m. or Postmarked July 10, 2006
H. Discussions with applicants after submittal deadline (optional).	July, 2006
I. Final revised proposals (optional).	July, 2006
G. Proposal evaluation period	July, 2006
H. Provider selection	July, 2006
J. Notice of statement of findings and decisions	July, 2006
K. Contract start date (tentative) SPO & JUD Websites):	August 1, 2006

1.2 Website References

The Judiciary Website is <http://www2.hawaii.gov/jud>.

The State Procurement Office (SPO) website is <http://www4.hawaii.gov/spoh/>.

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of the prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

SECTION ONE, Administrative Overview--Provides applicants with an overview of the procurement process.

SECTION TWO, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

SECTION THREE, Proposal Application--Describes the required format and content for the proposal application.

SECTION FOUR, Proposal Evaluation--Describes how proposals will be evaluated by the Judiciary.

SECTION FIVE, Attachments --Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for receiving and for the execution of the contract(s) resulting from this RFP. The Contracting Office is:

The Judiciary, State of Hawaii
Financial Services Division
Contracts and Purchasing Office
1111 Alakea Street, 6th Floor

Honolulu, HI 96813-2807 Phone: (808)538-5805 Fax: (808) 538-5802
Email: jonathan.h.wong@courts.state.hi.us

1.6 Orientation

Orientations for applicants in reference to the request for proposals will be held on the following dates, at the locations and times indicated:

June 19, 2006	Kauai	Fifth Circuit Court Kauai Judiciary Complex, Room A-201 3970 Kaana Street, Lihue, Kauai, HI Contact: David Lam Ph. 808-482-2378 Email: david.m.lam@courts.state.hi.us	9:00 a.m. - 10:00 a.m.
June 21, 2006	Oahu	Administrative Director Services Supreme Court Conference Room Ali‘iolani Hale 417 South King Street, Honolulu Contact: Karen Takahashi Ph. 808-539-4896 Email: karen.t.takahashi@courts.state.hi.us	9:00 a.m. - 10:00 a.m.

Applicants attending the orientation should bring their RFP packets with them. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the Judiciary’s discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the Judiciary’s position. Formal official responses will be provided in writing. To ensure a written response from the Judiciary, any questions should be submitted in writing following the close of the orientation, but no later than the date indicated in Section 1.1, Procurement Timetable, in order to generate a written Judiciary response.

1.7 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in the Service Specifications in SECTION TWO of this RFP. The deadline for submission of written questions and to receive written responses from the Judiciary to those questions are indicated in Section 1.1 - Procurement Timetable.

1.8 Submission of Proposals

1.8.1 Forms/Formats

Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Please refer to the Proposal Application Checklist (SECTION FIVE, ATTACHMENT A) for the location of program for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the Judiciary. Proposals must contain the following components:

- (1) **Proposal Application Identification Form (Form SPO-H-200)** - Provides identification of the proposal. **Although a hard copy Judiciary Proposal Application Identification Form is included in Attachment B of this RFP, applicants may use the form available (and writeable) on the SPO website.**
- (2) **Proposal Application Check List** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the Judiciary.
- (3) **Table of Contents** - A sample table of contents for proposals is located in SECTION FIVE, ATTACHMENT B. This is sample and meant as a guide. The table of contents may vary depending on the RFP.
- (4) **Proposal Application (Form SPO-H-200A)** - A sample application showing the format of the application headings is located in SECTION FIVE, ATTACHMENT B. Applicant shall submit comprehensive narratives that address all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP)
- (5) **Tax Clearance** - A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required prior to execution of any contract awarded in response to this RFP. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

1.8.2 Program Specific Requirements - Additional program specific requirements are included in SECTION TWO, Service Specifications, and/or SECTION THREE, Proposal Application, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.

1.8.3 Multiple or alternate proposals - Multiple or alternate proposals shall **not** be accepted unless specifically provided for in SECTION TWO of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for an award as though it were the only proposal submitted by the applicant.

1.8.4 Wages and Labor Law Compliance - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55 HRS may be obtained from the Hawaii State Legislature website for Bills status and docs at <http://capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/

1.8.5 Compliance with all Applicable State Business and Employment Laws. - All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations, and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website.

- 1.8.6 Campaign Contributions by State and County Contractors** - Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State of county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Form more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage.
- 1.8.7 Confidential Information** - If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing non-disclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- 1.8.8 Proposal Submittal** - All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the Judiciary Contracts & Purchasing Office no later than the submittal deadline indicated in Section 1.1 - Procurement Timetable. All hand deliveries shall be received by the Judiciary Contracts & Purchasing Office by the date and time designated in Section 1.1 - Procurement Timetable. Proposals shall be rejected when:

- (1) Postmarked after the designated date; or
- (2) Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- (3) If hand delivered, received after the designated date and time.

Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmark.

Proposals on CD - As an option to submitting hard copies (orig. + 2) of your entire proposal, proposals may be submitted on CD (3 copies of CD) in Adobe's pdf format along with hard copies of the Proposal Application Identification Form (See SECTION FIVE, ATTACHMENT B, Form SPO-H-200).

1.9 Discussions with Applicants

- 1.9.1 Prior to Submittal Deadline** - Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- 1.9.2 After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for an award, but proposals may be accepted without discussions, in accordance with the administrative rules (Section 3-143-403, HAR.).

1.10 Opening of Proposals

Upon receipt of proposal by The Judiciary at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time stamped. All documents so received shall be held in a secure place by the Judiciary and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.11 Additional Materials and Documentation

Upon request from the Judiciary, each applicant shall submit any additional materials and documentation reasonably required by the Judiciary in its evaluation of the proposals.

1.12 RFP Amendments

The Judiciary reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

1.13 Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the proposal submittal deadline indicated in Section 1.1 - Procurement Time Table above. Any final revised proposal postmarked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.14 Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the Judiciary.

1.15 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.16 Provider Participation in Planning

Provider participation in the Judiciary's efforts to plan for or to purchase health and human services prior to the Judiciary's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify

providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

1.17 Rejection of Proposals

The Judiciary reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized.)

- A. Rejection for failure to cooperate or deal in good faith.
(Section 3-141-201)
- B. Rejection for inadequate accounting system. (Section 3-141-202)
- C. Late proposals. (Section 3-143-603)
- D. Inadequate response to request for proposals. (Section 3-143-609)
- E. Proposal not responsive. (Section 3-143-610 (1))
- F. Applicant not responsible. (Section 3-143-610 (2))

1.18 Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Judiciary's Staff Attorney as to form.

No work is to be undertaken by the awardee prior to the contract commencement date. The Judiciary is not liable for any costs incurred prior to the official starting date.

1.19 Protests

1.19.1 Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website indicated on the Proposal

Application Checklist. Only the following matters may be protested:

- A. The purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- B. The purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- C. The purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the Judiciary.

1.19.2 The Notice of Protest shall be mailed by USPS or hand delivered to the head of the Judiciary purchasing agency conducting the protested procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery Services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

- A. Steven Okihara, Chief Court Administrator
Fifth Circuit Court
3970 Kaana Street, STE 301
Lihue, HI 96766-1283
- B. Wendell T. Mick
Judiciary Policy & Planning Department Head
417 So. King St., Rm 218
Honolulu, HI 96813

Questions regarding protests may be directed to the applicable procurement officer, identified as the programmatic contact person for the service specifications described in SECTION TWO of this RFP.

1.20 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, are subject to allotments to be made by the Administrative Director of the Courts and subject to the availability of State and/or Federal funds.

1.21 Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- A. Performance/Outcome Measures
- B. Output Measures
- C. Quality of Care/Quality of Services
- D. Financial Management
- E. Administrative Requirements

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are attached (See SECTION FIVE, ATTACHMENT C). Special conditions may also be imposed contractually by the Judiciary, as deemed necessary.

1.23 Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the State Procurement Office website. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

END OF SECTION ONE

SECTION TWO

SERVICE

SPECIFICATIONS

SECTION TWO - SERVICE SPECIFICATIONS

2.0.1 Introduction

A. Background

The Judiciary, State of Hawaii, provides support, intervention and/or rehabilitative services to juveniles, adults and families through its Adult Client Services (aka Adult Probation Divisions), Juvenile Client and Family Services (aka Family Courts), Children's Justice Centers, and Drug Courts in each judicial circuit. It also provides mediation services through its Center for Alternative Dispute Resolution. Recent legislation has provided funding for Immigrant Civil Legal Services. In carrying out their goals for these areas, all circuits utilize community resources on a purchase Health and Human Services basis.

The following provides the specifications for organizations wishing to provide services to the Judiciary for the State Fiscal Year 2007. Upon evaluation and acceptance of proposals, when practicable and upon mutual agreement, contracts may be negotiated on a statewide basis, making services available to children, youth, adults and families in all circuits. **The contract term will be for approximately 12 months, e.g., July 1, 2006 through June 30, 2007.**

B. Purpose or Need

The Judiciary purchases services in compliance with statutory mandates and orders from the courts. The greater public purpose for obtaining the services is to: enhance public and victim safety; provide rehabilitative or intervention services to offenders; promote the welfare of families and children by protecting them from physical and psychological harm; and maintain a judicial process that helps to reduce the courts' workload while promoting fairness and prompt action.

Planning activities related to this RFP involved the issuance of a request for information (RFI). Tentative specifications and funding allocations were included with the RFIs, and comments and inputs on aspects of the specifications, such as objectives, target group(s), services and costs, were welcomed. Meetings and discussions were also offered. The views of service recipients and community advocacy organizations were also considered on conditions affecting the achievement of mandated goals. Input was also obtained from funders, including the Legislature and federal agencies.

Note: The following segment contains the program specifications for the requested services.

2.0.2 Description and Location of Services

Service Specification Number	Service Spec. Code	Service Specification Number	1st Circ. (Oahu)	2nd Circ. (Maui, Molokai, Lanai)	3rd Circ. (Hawaii)	5th Circ. (Kauai)
		Juvenile Client & Family Svcs				
2.1	JCF5IC	In-Community Services (Teen Court)				X
		Administrative Services				
2.2	ADMIL	Immigrant Civil Legal Services	X	X	X	X

**2.1 RFP Title: Juvenile Client and Family Services, Fifth Circuit
JCF5IC - In-Community Services (Teen Court)**

2.1.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

To provide an alternative **diversion program** for Family Court referrals for first time juvenile offenders who meet the referral criteria. Referrals may be from the **Kauai Police Department and/or the County Prosecuting Attorney's Office**. Teen (peer) jury system to apply balanced and restorative justice values of accountability, competency development and public safety to help participants increase law abiding behaviors and reduce the risk of recidivism. The court may be presided over by an attorney or **per diem** judge.

D. Description of the target population to be served

Juveniles, ages 10 to 17

E. Geographic coverage of service

Island of **Kauai**

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

	FY 2007
	\$60,000.00

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a one year contract for the period July 1, 2006 to June 30, 2007. Funds are available for only this contract duration. Thereafter, the service will be evaluated and dependant upon the availability of funds, will be re-published in a Request for Proposal.

2.1.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, POS Application Checklist, for the website address).

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

[**XX**] Single term (<1 yr) [] Multi-term (>1 yr)

The initial term of the contract shall be for **ONE (1)** year. Funds are available for only the initial term of the contract.

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.1 - Procurement Timetable of this RFP.

If you have any technical questions regarding the Request for Proposal, please call the following individual:

Judiciary Contracts & Purchasing Office

Jonathan H. Wong at (808) 538-5805 fax: 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have programmatic questions regarding these requested services, please call the following individual:

Kauai: Family Court of the Fifth Circuit

David M. Lam at (808) 482-2378 fax: 482-2442

Email: david.m.lam@courts.state.hi.us

2.1.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Services are being requested for a Teen Court diversion program for first time Petty Misdemeanor, Misdemeanor, and Status offenders.

Services will include but not be limited to Teen Jury participation, community service, monetary restitution, and assessment for substance abuse, anger management and high risk

behaviors for referral to appropriate treatment.

Services should be reflective of the court's balanced and restorative justice philosophy. The goals of balanced and restorative justice are accountability, competency development and public safety. The needs and interests of the offender, victim and community should be considered as part of the program.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct, at minimum, a criminal history check for any person who is employed or seeks employment or volunteers in a position which necessitates close proximity to clients. This shall apply to all administrative and program staff. For administrative and program staff working in a position which necessitates close proximity to children and adolescents, the criminal history check and fingerprinting check be placed in the employee's or volunteer's personnel file and shall be available for review.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measurements consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on applicant's final report.
- b. Outcome: The applicant shall indicate measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contracted period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall efforts towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Fixed price.

7. Units of service and unit rate

Estimated number of juveniles is no less than **100** per year, but to include any and all court referrals in excess of this number.

**2.2 RFP Title: Administrative Director Services
ADMIL - Immigrant Civil Legal Services**

2.2.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

In addition, immigrants in Hawaii are a vulnerable population, especially when confronted with immigration-related legal problems. Often faced with significant language barriers, they are at a serious disadvantage in protecting their rights under the immigration laws and against illegal discrimination. Because the high cost of legal services is beyond the means of low-income immigrants, government provision of legal services for the immigrant poor is necessary for them to obtain professional legal advice, counsel, advocacy and representation necessary to protect their rights.

The purpose of this Request for Proposal (RFP) is to contract for legal services for low-income immigrants statewide.

C. Description of the Goal of the Services

The goal of these services is to protect the legal rights of immigrants by providing them competent and professional legal advice, counsel, advocacy, and representation on immigration matters and ensuring them equal and open access to the immigration legal system.

D. Description of the Target Population

The target population is low-income immigrants who are at or below 150 percent of the Federal Poverty Guidelines and need immigration legal services.

E. Geographic Coverage of Service

Services shall be provided statewide to immigrants in the counties of Honolulu, Maui, Kauai, and Hawaii.

F. Probable Funding Amounts, Source and Period of Availability

Probable funding amounts:

FY 2007
\$249,475

Period of availability: The Judiciary intends to award a one year contract for the period July 1, 2006 to June 30, 2007. Funds are available for only this contract duration. Thereafter, the service will be evaluated and dependant upon the availability of funds, will be re-published in a Request for Proposal.

2.2.2 General Requirements

A. Specific Requirements of Qualifications, Including but not Limited to Licensure or Accreditation

1. The applicant shall hold all licenses, permits, and accreditations, and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules to provide services.
2. The applicant shall have appropriate language capability and/or resources to communicate with clients who have limited or no English proficiency.
3. The applicant shall have the legal services in operation and provide services for the duration of the contract period.
4. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

B. Secondary Purchaser Participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed. Planned secondary purchases – None at this time.

C. Multiple or Alternate Proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or Multiple Contracts to Be Awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single and Multiple

E. Single or Multi-Term Contracts to Be Awarded

(Refer to §3-149-302, HAR)

☒ Single Term (<1 yr) ☐ Multi-Term (> 1 years)

The initial term of the contract shall be for **ONE (1)** year. Funds are available for only the initial term of the contract. Period shall commence on the latter of the contract start date or Notice to Proceed.

F. RFP Contact Person

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.1 - Procurement Timetable of this RFP.

If you have any technical questions regarding the Request for Proposal, please call the following individual:

Judiciary Contracts & Purchasing Office
Jonathan H. Wong at (808) 538-5805 fax: 538-5802
Email: jonathan.h.wong@courts.state.hi.us

If you have programmatic questions regarding the requested services, please call the following individual:

Oahu: Judiciary's Legislative Coordinating / Special Projects Office
Karen Takahashi at (808) 539-4896 fax: 539-4991
Email: karen.t.takahashi@courts.state.hi.us

2.2.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities)

Services shall include, but not be limited to outreach, screening, referral, intake, case assessment, community education, legal advice, counsel, advocacy, and direct legal representation to and on behalf of immigrants in cases involving immigration, discrimination, and public assistance matters.

B. Management Requirements

1. Personnel

- a. Required legal services shall be provided by duly-licensed staff attorneys who are qualified in immigration, discrimination, and public assistance laws. Legal staff shall be in good professional and ethical standing. The attorneys may be assisted by duly-qualified paraprofessional legal staff.
- b. Legal staff shall be provided the resources, information, training, and continuing education necessary to maintain their capability to properly and adequately provide the required services.
- c. The applicant shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.
- d. The applicant shall have written position descriptions, requirements and qualifications, policies and procedures to assure that all employees are fully qualified to engage in activities and perform the service required.

2. Administrative

Written policies and procedures are required for all services including personnel standards, operating procedures, determination of client eligibility, documentation, record-keeping, data gathering, reporting, financial administration, quality assurance, monitoring and evaluation.

The applicant is required to have a written outcome-based program plan, and an on-going planning and evaluation process for these services.

3. Quality Assurance and Evaluation Specifications

- a. The applicant shall have a written quality assurance plan, including procedures to assure that its services are provided in conformance with all federal, state and county requirements, the requirements of this RFP and POS contracts. The plan shall include procedures to monitor administrative, program and fiscal operations for compliance with all requirements. It shall also provide for procedures to determine whether clients receive consistent, high quality services. The quality assurance plan shall identify roles and responsibilities for on-going implementation.

- b. The applicant shall have a written plan for evaluation of performance in providing the required services, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify staff roles and responsibilities for assuring on-going implementation.
- c. The applicant must also indicate the specific measurement tool(s) and/or procedures that will be utilized to document and verify that each proposed program output and outcome was accomplished.

4. Output and Performance/Outcome Measurements

The applicant shall set forth, using the attached table, the amount of the following outputs and outcomes that it expects to achieve.

- a. Output Measurements
 - Number of new cases on each island accepted for:
 - a. Immigration law issues
 - b. Civil rights issues
 - c. Public assistance issues
 - Number of community information and educational forums in the targeted areas of law presented on each island.
 - Number of projects assisted to improve public knowledge about the legal system and relevant laws.
- b. Outcomes Measurements
 - Number of clients assisted with legal advice, counsel, or representation on each island, including new cases and continuing cases.
 - Number of cases closed on each island.
- c. The applicant may also propose other measures of effectiveness.

Please use the Performance Output and Outcome Measurements table located at the end of this Service Specification and include it in the Service Delivery section of your proposal application.

5. Experience

The applicant shall have a minimum of one-year of experience in directly providing immigration law, civil rights, and public assistance legal services.

6. Coordination of Services

- a. The applicant shall coordinate with legal service providers, relevant government agencies, and private organizations to receive and make referrals of eligible specialized immigrant law cases.
- b. The applicant shall describe the agencies that it will coordinate its services with and indicate those which it already has established partnerships.

7. Reporting Requirements for Program and Fiscal Data

- a. Quarterly program progress and fiscal reports are required within thirty (30) calendar days after the last day of each quarter. The final report on the total contract period is required within sixty (60) calendar days after the last day of the contract period.
- b. The applicant shall describe its ability to provide quarterly and final reports on program performance, particularly on the outputs and outcomes of services, and on the results of its program evaluations and needs assessments.
- c. The applicant shall describe its ability to provide quarterly and final reports on fiscal performance, particularly comparing its budgeted expenditures to actual expenditures, and identifying and explaining the reasons for variances.
- d. The applicant will be required to report on the number of persons at each office location that were not accepted for legal services, reasons for non-acceptance and/or referral and agencies that they were referred to. The applicant will also be required to report on the final dispositions of cases that are reported closed during the project period.
- e. Other reports as may be required.

8. Pricing Structure or Pricing Methodology to Be Used

Pricing shall be based on cost reimbursement (See Section 3.5, Financial). The applicant shall submit a cost proposal on the appropriate budget forms listed in Section 3 (V) that are provided on the SPO website (See Section 5, POS Proposal Checklist) and other financial requirements as stated in Section 3 (V). The cost proposal shall be in accordance with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services, in form SPO-H-201 provided on the SPO website.

9. Units of Service and Unit Rate

Not applicable.

C. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet the Americans with Disabilities Act (ADA) requirements, as applicable and special equipment that may be required for the services.

PERFORMANCE OUTPUT AND OUTCOME MEASUREMENTS							
FY 2007							
Outputs	Kauai	Oahu	Maui	Molokai	Lanai	Hawaii	Total
Number of new cases on each island accepted for:							
Immigration law issues							
Civil rights issues							
Public assistance issues							
Number of community information and educational forums in the targeted areas of law presented on each island							
Number of projects assisted to improve public knowledge about the legal system and relevant laws							
Outcomes							
Number of clients assisted with legal advice, counsel, or representation on each							
Number of cases closed on each island							
							Total

SECTION THREE

PROPOSAL

APPLICATION

INSTRUCTIONS

SECTION THREE - PROPOSAL APPLICATION INSTRUCTIONS

3.0 General instructions for completing applications:

- *Proposal Applications shall be submitted to the Judiciary using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section, however, may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in SECTION FIVE, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take SECTION FOUR, Proposal Evaluation, into consideration when completing the proposal.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the Judiciary with a broad understanding of the entire proposal. Include a brief description of the applicant's organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

3.2. Experience and Capability

3.2.1 Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

3.2.2 Experience

The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Applicant shall include

points of contact, addresses, email/phone numbers. The State reserves the right to contact references to verify experience.

3.2.2 Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

3.2.3 Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

3.2.4 Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

3.3 Project Organization and Staffing

3.3.1 Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

B. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

3.3.2 Project Organization

A. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

B. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from the Scope of Work section within each service specification, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

3.5 Financial

3.5.1 Pricing Structure

The applicant shall submit a cost proposal utilizing the pricing structure in SECTION TWO designated by the Judiciary purchasing agency. The cost proposal shall be attached to the Proposal Application.

3.5.1.1 Pricing Structure Based on Negotiated Unit of Service Rate

In order to determine a price (unit rate) for a unit of service, the applicant and state purchasing agency must negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity. The following forms, which are available on the State Procurement Office website on the "Procurement Forms and Instructions for State Agencies" page, shall be submitted with the Proposal Application:

Budget - SPO-H-205

Personnel - Salaries and Wages - SPO-H-206A

Personnel: Payroll Taxes, Assessments, and Fringe Benefits - SPO-H-206B

Budget Justification, Travel - Inter-Island - SPO-H-206C (If applicable)

Budget Justification, Travel - Out of State - SPO-H-206D (If applicable)

Budget Justification, Contractual Services - Administrative - SPO-H-206E (If applicable)

Budget Justification, Contractual Services - Subcontracts - SPO-H-206F (If applicable)

Budget Justification, Program Activities - SPO-H-206H (If applicable)

Budget Justification, Equipment Purchases - SPO-H-206I (If applicable)

Budget Justification, Motor Vehicle - SPO-H-206J (If applicable)

3.5.1.2 Pricing Structure Based on Fixed Price

If a state purchasing agency is utilizing a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff). The following forms, which are available on the State Procurement Office website on the "Procurement Forms and Instructions for State Agencies" page, shall be submitted with the Proposal Application:

Budget - SPO-H-205

Personnel - Salaries and Wages - SPO-H-206A

Personnel: Payroll Taxes, Assessments, and Fringe Benefits - SPO-H-206B

Budget Justification, Travel - Inter-Island - SPO-H-206C (If applicable)

Budget Justification, Travel - Out of State - SPO-H-206D (If applicable)

Budget Justification, Contractual Services - Administrative - SPO-H-206E (If applicable)

applicable)
Budget Justification, Contractual Services - Subcontracts - SPO-H-206F (If applicable)
Budget Justification, Program Activities - SPO-H-206H (If applicable)
Budget Justification, Equipment Purchases - SPO-H-206I (If applicable)
Budget Justification, Motor Vehicle - SPO-H-206J (If applicable)

3.5.2 Other Financial Related Materials

3.5.2.1 Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

The most recent financial audit.

3.6 Other

3.6.1 Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

3.6.2 Performance and Output Measurement Tables (when required per applicable service specifications.)

3.6.3 Other Program Specific Requirements (when required per applicable service specifications.)

END OF SECTION THREE

SECTION FOUR
PROPOSAL
EVALUATION

SECTION FOUR - PROPOSAL EVALUATION

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the applicable Judiciary purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

4.2.1 Evaluation Categories and Threshold

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 points

TOTAL POSSIBLE POINTS

100 Points

4.3 Evaluation Criteria

4.3.1 Phase 1 - Evaluation of Proposal Requirements

4.3.1.1 Administrative Requirements

- Proposal Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certifications (as applicable)

4.3.1.2 Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery

- Financial (all required forms and documents)
- Program Specific Requirements (as applicable)

4.3.2 Phase 2 - Evaluation of Proposal Application (100 Points)

4.3.2.1 Program Overview (0 Points)

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

4.3.2.2 Experience and Capability (20 Points)

The Judiciary will evaluate the applicant's experience and capability relevant to the proposal contract which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services.

4.3.2.3 Project Organization and Staffing (15 Points)

The Judiciary will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

4.3.2.4 Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

4.3.2.5 Financial (10 Points)

A. Pricing structure based on negotiated unit of service:

- Competitiveness and reasonableness of unit of service, as applicable.

OR

B. Pricing structure based on fixed price:

- Applicant's proposal budget is reasonable, given program resources and operational capacity.

AND

C. Adequacy of accounting system.

4.3.3 Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

END OF SECTION FOUR

SECTION FIVE

ATTACHMENTS

ATTACHMENT A - Proposal Application Checklist

**ATTACHMENT B - Proposal Application Identification Form, Application,
and Sample Table of Contents**

ATTACHMENT C - Contract General Conditions (Pursuant to 103F, HRS)